



**VACANCY
ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 98-259ZC

OPENING DATE: 10-13-98

CLOSING DATE: 11-09-98

AREA OF CONSIDERATION:
ALL RECRUITING SOURCES
ICTAP ELIGIBLES (SEE ATTACHED)

POSITION TITLE, SERIES AND GRADE AND SALARY
SUPERVISORY PROGRAM SPECIALIST, GS-301-14
\$66,138 - \$85,978

PROMOTIONAL POTENTIAL: NONE
COVERED BY MERIT PAY: NO
SUPERVISION/MANAGER PROBATIONARY PERIOD: YES
BARGAINING UNIT: NO

ORGANIZATION, GEOGRAPHIC LOCATION
ED/OFFICE OF POSTSECONDARY EDUCATION/STUDENT FINANCIAL ASSISTANCE
PROGRAMS/POLICY, TRAINING AND ANALYSIS SERVICE/POLICY DEVELOPMENT
DIVISION/GENERAL PROVISIONS BRANCH/GENERAL PROVISIONS AND INSTITUTIONAL
ELIGIBILITY SECTION/WASHINGTON, DC

Applicant Must Meet qualification and Time-in-Grade
Requirements by THE CLOSING DATE OF THIS VACANCY
ANNOUNCEMENT.

**PART TIME
TEMPORARY NTE:**

PLEASE NOTE: That federal agencies are prohibited from accepting and considering political recommendations from Members of Congress, Congressional employees, elected state or local government officials, and political party officials in support of your application for employment.

***NEW APPLICATION PROCEDURES:** You may apply for this position with a resume, Optional Application for Federal Employment (OF-612), Standard Form SF-171, or other application format of your choice.

Your application should address the following: * Work experience related to the position for which you are applying including job titles, duties and accomplishments, employer's name, number of hours worked per week, starting and ending dates (month and year), and annual salary. If you held various positions with the same employer, describe each separately. If you have federal civilian experience, indicate the highest grade held, the job series, and dates held. * Educational accomplishments including: (a) high school graduation date, (b) college/university information with major, year type of degree, and major/minor course credits by semester or quarter hours. If no degree, show total credits earned and indicate whether semester or quarter hours. Applicants are encouraged to respond to the Evaluation CRITERIA (KSA's) listed on this announcement. Please include the vacancy announcement number of the position for which you are applying, your current address, and business and/or home phone number(s).

You must be a U.S. Citizen, this is necessary to be eligible for consideration. If you served on active duty in the U.S. Military and were separated under honorable conditions, you may be eligible for veterans' preference. If you are applying for Veteran Preference, submit evidence of eligibility, such as; DD-214, Certificate of Release or Discharge from Active Duty, or Standard Form 15, Application for 10-Point Veteran Preference, and the proof requested on the form. (The Defense Authorization Act of November 18, 1997, extended veterans' preference to persons who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during this period, regardless of where the person served or for how long. The law also authorizes the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the period November 29, 1995, to a date to be determined. The award of the Medal is qualifying for veterans' preference. More information on veterans' preference is available in the VetGuide that may be found on the United States Office of Personnel Management web site at www.opm.gov.) (This is not necessary for status candidates for consideration under merit promotion procedures).

Candidates may be asked to fill out a Declaration for Federal Employment (Optional Form 306). Individuals selected for positions will be required to certify that their application materials are accurate when they enter on duty.

In order to streamline our application procedures we have eliminated the Supervisory Appraisal of Demonstrated Performance or Potential form. Candidates currently working for the federal government should submit their most recent performance appraisals.

DUTIES: The incumbent serves as Chief, General Provisions and Institutional Eligibility Section, General Provisions Branch and has responsibility for overall section operation and performance. Directs and supervises the definition, formulation, development and interpretation of program policies, program regulations, and proposed legislative amendments that are common to all of the Title IV student aid programs and areas affecting other Federal and State programs and the administration of schools and lenders. He/She is responsible for the definition of policy positions and supervises the preparation of supporting documentation, including issue papers, to clear regulatory changes, proposed legislative amendments and policy interpretation. Identifies programmatic areas requiring policy determinations for areas that are common to all of the Title IV student aid programs. Assures that existing or proposed procedures are in conformance with program policy, regulations, and legislation.

EDUCATIONAL SUBSTITUTIONS WILL BE ALLOWED AS SET FORTH IN O.M. QUALIFICATION HANDBOOK X-118.

All applicants will receive consideration regardless of race, age, religion, sex national origin, political affiliation, union affiliation or non-affiliation marital status, non-disqualifying physical handicap, or any other non-merit reason.

CONTROL 98-0318880

Distribution: 6

METHODS TO BE USED IN EVALUATING CANDIDATES: To receive full credit for your qualifications, provide detailed evidence of experience training, education, awards, hobbies, self-development achievements and any other aspect of your background as they relate to the knowledge, skills and abilities requirements outlined below and show how and when they were used. Include clear concise examples to show level of accomplishment and degree of responsibility. Qualified candidates will be evaluated using the listed criteria to determine the best qualified for referral to the selecting officials.

EVALUATION CRITERIA: (Knowledge, Skills and Abilities Required and Weights for Each.)

QUALIFICATIONS REQUIRED:

General Experience: None

Specialized Experience: Applicants must have 52 weeks of experience which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and which is typically in or related to the work of the positions to be filled. To be creditable, specialized experience must have been at least to the next lower grade level in the normal line of progression for the occupation in the organization. **Candidates MUST possess knowledge of the legislation and regulations governing those areas administered by the General Provisions Branch as well as a good working knowledge of all of the Student Financial Aid programs sponsored by the Department of Education. In addition, the incumbent must have knowledge of the political concerns of the administration as well as the social economic needs of the program constituents.**

<u>KSA's</u>	<u>WEIGHTS</u>
1. Ability to plan, supervise, and carry out the work of the office.	3.0
2. Knowledge of the legislation and regulations governing the Student Financial Assistance Programs.	2.0
3. Ability to analyze complex issues and develop solutions.	2.0
4. Ability to formulate and coordinate program policy.	2.0
5. Ability and skill in working with diverse groups and sensitive issues.	1.0

CANDIDATE SELECTED FOR THIS POSITION WILL BE REQUIRED TO FILL OUT A "QUESTIONNAIRE FOR NON-SENSITIVE POSITIONS" (SF-85) OR A "QUESTIONNAIRE FOR SENSITIVE POSITIONS" (SF-86), WHICHEVER IS APPROPRIATE.

"All candidates with noncompetitive eligibility who wish to be referred based on this eligibility **MUST** submit an application which identifies the basis for their eligibility .e.g., Veterans Readjustment Act, Peace Corps services, service on the Hill, physical disability, etc. Candidates with noncompetitive eligibility who also wish to be ranked through the merit promotion and/or O.M. ranking process must submit separate applications with the appropriate annotation on their applications."

"All status candidates who wish to be considered under both Merit Promotion and O.M. Competitive Procedures must submit two (2) complete applications with one application clearly marked O.M. Competitive Procedures. If a list of eligible candidates is requested from O.M., all candidates who requested O.M. consideration and meet minimum requirements will be referred to O.M. for rating, ranking, and referral. When only one (1) application is received from a status candidate, and it does not request O.M. consideration, it will be considered under the Department's Merit Promotion Plan only."

APPLICANT BACKGROUND SURVEY: PLEASE RETURN THE BACKGROUND SURVEY FORM WITH YOUR APPLICATION. THE INFORMATION YOU PROVIDE WILL BE USED FOR STATISTICAL PURPOSES. THE RETURN OF THIS FORM IS VOLUNTARY. FAILURE TO RETURN THIS FORM WILL HAVE NO IMPACT ON YOUR CONSIDERATION FOR THIS POSITION.

ADDITIONAL SELECTIONS MAY BE MADE WITHIN 90 DAYS OF THE OPENING DATE OF THIS ANNOUNCEMENT SHOULD VACANCIES OCCUR.

WHERE TO APPLY: Send applications and all required documents to Department of Education, Personnel Office - Room 1244, 600 Independence Avenue SW, Washington, DC 20202-4645. For additional information regarding this announcement contact **EMPLOYMENT OFFICE** on **(202) 401-0559**.

MAIL STOP 4645

APPLICATION RECEIPT: All applications and forms must be received or postmarked by the closing date of this announcement. All applications will be retained by the Personnel Office as part of the record of this action. Applications received in franked US Government envelopes will be returned without consideration.

Applications will X will not _____ be accepted from non-status candidates. Non-status candidates are those individuals who do not have competitive status (e.g. reinstatement eligibility, transfer eligibility from another government agency, etc.). If applications are accepted from non-status candidates (except for disabled individuals). They must be within the areas of consideration. Competitive status is not required if applicant is a disabled individual who may be eligible for appointment under a special Schedule A appointing authority in the excepted service. Applicants who meet this provision may apply even if they are outside the area of consideration. Candidates eligible for reinstatement must submit an SF-50, Notification of Personnel Action, from their last competitive appointment.

NOTICES: The applicant selected for this position is subject to a check to verify that he or she has not defaulted on any loan funded or guaranteed by the US Department of Education. New employees found to be in default will be contact by the Department to make arrangements for repayment.

Any male applicant who was born after December 31, 1959, and who is subsequently selected for this position must certify that he is registered for the military selective service by the date he is to enter on duty. False certification may result in termination after appointment.